



**CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR PUBLIC HEALTH**

Andy Beshear
Governor

275 East Main Street, HS1GWA
Frankfort, KY 40621
502-564-3970
Fax: 502-564-9377
www.chfs.ky.gov/dph

Eric C. Friedlander
Secretary

Steven J. Stack, MD
Commissioner

MEMORANDUM

TO: All Local Health Departments

FROM: Cynthia H. Robinson, CPC
Resource Management Analyst III / LHO Coding Specialist
Local Health Operations Branch
Division of Administration and Financial Management

Troi J. Cunningham, RN
Influenza Surveillance Coordinator
Division of Epidemiology and Health Planning

DATE: September 13, 2021

SUBJECT: Clinical Information and Instructions for Reporting and Billing Influenza Immunizations for the 2021-2022 Influenza Season

The Kentucky Department for Public Health (KDPH) encourages all Local Health Departments (LHDs) to begin offering influenza (flu) vaccinations to all persons aged six months and older without contraindications as soon as influenza vaccine becomes available. To avoid a missed opportunity, please offer influenza vaccinations during all healthcare encounters.

The flu vaccine is designed to protect against the four strains of influenza virus that research indicates will cause the most illness during the flu season. Again this year, quadrivalent (four component) vaccines are available to provide protection against influenza A(H1N1) virus, influenza A(H3N2) virus, and the two influenza B viruses.

For the 2021-2022 flu season, the [Advisory Committee on Immunization Practices \(ACIP\)](#) recommends annual influenza vaccination for everyone 6 months and older without contraindications with any licensed age-appropriate flu vaccine including inactivated influenza vaccine (IIV), recombinant influenza vaccine (RIV4) or live attenuated influenza vaccine (LAIV) with no preference expressed for any one vaccine over another. The LAIV nasal spray is approved for use in non-pregnant individuals without contraindications at 2 years through 49 years of age.

For more information about the CDC official comprehensive recommendations for the 2021-2022 influenza season, see the “Prevention and Control of Seasonal Influenza with Vaccines: Recommendations of the Advisory Committee on Immunization Practices – United States, 2021-22 Influenza Season.” MMWR Recomm Rep 2020;69(No.RR-8):1-24.

https://www.cdc.gov/mmwr/volumes/70/rr/rr7005a1.htm?s_cid=rr7005a1_w.

The most important thing is for all people aged 6 months and older to get a flu vaccine every year.

More information about the 2021-2022 flu season should be reviewed on the CDC website at:
<https://www.cdc.gov/flu/season/faq-flu-season-2021-2022.htm>.

The protocols for the Administration of Inactivated Influenza Virus (IIV) Vaccine and Live Attenuated Influenza Virus Vaccine (LAIV) for the 2021-2022 Influenza Season are in the [Clinical Services Guide \(CSG\)](#). The protocol is part of the CSG and is effective when the physician signs the CSG as a whole. As a reminder, because protocols are authoritative statements requiring a physician’s signature, the protocols for the 2021-2022 Influenza Season will need to be reviewed by LHD staff before administration of vaccine.

All healthcare workers in Local Health Departments should be offered annual influenza vaccine. The healthcare workers/employees who decline an immunization vaccine for any reason should be required to provide a signed declination.

All influenza immunizations should be reported through the Custom Data Processing (CDP) Clinic Management System (CMS). All doses of VFC/317 vaccine must be reported in the KYIR all other doses are recommended. The immunizations may be reported (recorded) on a Patient Encounter Form (PEF) or on the abbreviated consent/medical record and reporting form (Influenza Vaccine Administration Record). These forms will be available on the Local Health Operations (LHO) webpage at:
<https://chfs.ky.gov/agencies/dph/dafm/lhob/Pages/default.aspx> in the *Updates and Alerts Section* for LHDs to review and print as needed.

I. Immunizations Provided in the Clinic

If immunizations are provided in the clinic, LHDs will have two reporting options for the 2021-2022 season. LHDs may use the Influenza Vaccine Administration Record located on the LHO webpage as an abbreviated record, or you may continue to pull patient records and document influenza given as a regular clinic activity. It is our recommendation that since influenza vaccine is given annually and the retention is not permanent, that in the interest of staff time, the Influenza Vaccine Administration Record be used in the clinic (as well as off-site clinic) if influenza immunization is the only service the patient receives.

A. Coding on the Influenza Vaccine Administration Record

There is a space on the form for a label containing the system-assigned document number (PEF label). All of the data fields on the top half of the Influenza Vaccine Administration Record form must be

entered on the registration screen for the successful completion of the third-party billing process. DPH will not be printing the form, but LHDs may copy the form for clinic use. The form includes the consent, assignment of benefits, and release of information for Medicare, Medicaid, and insurance billings. *The form must be signed by the patient after the patient has had the opportunity to read or have read to them the Vaccine Information Sheet (VIS) and ask questions of the medical professional administering the vaccine.* The medical professional will complete the “For Health Department Use Only” area of the form. **The 80000 code may be needed for entry with some flu services.** For reporting influenza vaccine administration codes, refer to the **2021-2022 Seasonal Influenza Codes & Rates document** for guidance which will be located on the LHO webpage under the Updates and Alerts Section. If the 80000 is reported, enter the ICD-10 code (Z23.). Then enter the influenza administration code followed by the actual influenza vaccine code. When not using the 80000 code, enter the influenza administration code with the ICD-10 code (Z23.) prior to entering the influenza vaccine code. After the encounter is entered into the system, the abbreviated record is filed in a folder marked “Influenza 2021-2022” and retained for six (6) years.

Remember: To be eligible for Kentucky Vaccine for Children Program (VFC) influenza vaccine, one of the following criteria MUST be met for children aged 6 months through 18 years:

- 1) Is enrolled in Medicaid,
- 2) Is not covered by health insurance,
- 3) Is an American Indian or Alaska Native,
- 4) Is underinsured (has health insurance that does not pay for vaccinations).

Section 317-funded Adult Vaccine Program (AVP) are available to eligible adults who are at least 19 years of age and who meet at least one of the following criteria:

- 1) Uninsured (self-pay) or under-insured*;
- 2) Incarcerated in a correctional facility or jail;
- 3) Receiving vaccine as post-exposure prophylaxis;
- 4) Receiving vaccine in response to a state-declared outbreak or natural disaster

*In this context, under-insured refers to adults whose medical insurance does not cover vaccines. This most commonly applies to adults who have Medicare Part B (medical coverage: covers only influenza, pneumococcal, and hepatitis B vaccines) but not Part D (prescription coverage). Please note that a high co-pay or deductible does not qualify a fully insured patient for Federal 317 vaccines. Further information can be found in the Kentucky AVP Provider Manual and at <https://www.cdc.gov/vaccines/imz-managers/guides-pubs/qa-317-funds.html>

Health Departments must keep a record of eligibility if influenza vaccine from the VFC or AVP stock is used. All eligibility criteria must be present on the Influenza Vaccine Administration Record. The PEF label will state whether the patient is VFC or AVP eligible.

Most influenza vaccine codes, if not VFC, AVP, or Medicaid, should be reported with a “NV” modifier.

B. Coding on the Patient Encounter Form (PEF)

1. If the sole purpose of the visit is for the influenza immunization, the LHD may use the Influenza Vaccine Administration Record form or if the patient has a chart, the chart may be pulled and standard forms and documentation would be used.

2. Other (*problem-focused*) Evaluation/Management (E/M) codes **ARE NOT** to be reported with an influenza immunization if the patient only receives the immunization and no other billable services.
3. A problem-focused E/M code may be reported along with the influenza immunization if the E/M service is medically necessary, and the E/M is a *distinct, identifiable separate reason for visit*.
EXAMPLE: A patient presents at the LHD for a family planning visit and also gets a flu shot.
4. For separate and significant E/M codes reported with immunizations, a “25” modifier should be used with the problem-focused E/M code. *The “25” modifier is not necessary when receiving immunizations at a Preventive E/M physical exam visit.*
5. All applicable payers will be billed, *e.g., insurance, Medicaid, and Medicare*. Medicare Part B and Railroad Medicare will cover the immunization for Medicare patients. When registering the patient and completing the PEF or the Influenza Vaccine Administration Form, Medicare is marked “yes” if the patient has Medicare Part B or Railroad Medicare. Part C Private Medicare Plans are treated the same as commercial insurance.
6. Patients with Medicare Part B, Railroad Medicare, and/or Medicaid are not to be charged a fee. The service file will assign the billable source.
7. Reporting the patient’s health insurance status is a required data item. If the patient has private insurance through Anthem - Kentucky Employees Health Plan (KEHP) or another commercial insurance company **that will cover nurse visits** and the LHD has contracted with these payers, be sure that all private insurance information contained on this form is collected.
8. **If the patient is self-pay, payment should be collected before patient exits, and the patient should receive a receipt.** Fixed Full charge may be used for reporting Self-Pay VFC eligible patients; however, they cannot be charged more than \$19.93 for the administration.
9. LHDs may choose to request approval to over-ride the 501 service file influenza vaccine rate for NON-VFC self-pay patients by submitting an *email* to the Local Health Operations (LHO) Branch at LocalHealth.HelpDesk@ky.gov. LHDs making this request will need to provide an explanation concerning the reason for wanting to request the over-ride. LHDs may choose to over-ride local-funded influenza vaccines with a lesser rate than what is loaded on the 501 service file without written approval from DPH.

II. Immunizations provided in an off-site mass setting using an abbreviated record

If influenza vaccinations are conducted in an off-site mass setting, it is permissible to maintain an abbreviated record. The Influenza Vaccine Administration Record is used as the medical record and the encounter form. There is a space on the form for the label containing the system-assigned document number. If the label process is not feasible, and you are not billing for the off-site clinic, you may obtain a block of numbers from the LHO Branch and write in the document number. All of the data fields on the top half of the form are required. *The patient’s address is required for Medicare billings*. The form includes the consent, assignment of benefits, and release of information for Medicare, Medicaid, and insurance billings.

Regardless of where the vaccination was provided (within the health department or in a mass setting outside the health department); if Medicaid is being billed for Medicaid recipients, Medicaid must not be billed more than what is being charged to the non-Medicaid patients for the same service.

NOTE: The Influenza Vaccine Administration Record form (located on the LHO webpage) is inappropriate to use for other vaccinations such as Pneumococcal, Tetanus, etc. Due to the extended life of the effectiveness of such vaccinations, it is necessary that they be documented on the CH-2 Master Record (Immunization Record) which has a permanent retention period.

The 2021-2022 flu codes and rates are updated on the CDP CMS (Portal) 501 service file. DPH enters in the Portal 501 service file the highest rate per CDC private sector dose. LHO uses the following CDC Website when verifying the price of a vaccine: <http://www.cdc.gov/vaccines/programs/vfc/awardees/vaccine-management/price-list/index.html>. Further, a **2021-2022 Seasonal Influenza Codes & Rates document** will be placed on the LHO webpage <https://chfs.ky.gov/agencies/dph/dafm/lhob/Pages/default.aspx> in the *Updates and Alerts Section* for LHDs to review and print as needed. Additionally, any updates/revisions should be viewed at this same LHO webpage section.

If you have any questions concerning the codes and rates, please *email* the LHO Branch at LocalHealth.HelpDesk@ky.gov or you may call (502) 564-6663, Option 1.

For questions concerning the VIS form or additional information about the influenza vaccine and protocols for administering the vaccine, contact the Immunization Branch at 502-564-4478.